

## TERMS OF AGREEMENT

1. I agree that the password received from the court which will be used to electronically file a Paper in the record of a bankruptcy case or proceeding will constitute my signature upon and my signing of any Papers filed by use of my password, for all purposes authorized and required by law, including, without limitation, the United States Code, the Federal Rules of Bankruptcy Procedure and any applicable local rules and non-bankruptcy law.
2. I agree that it is my responsibility to maintain in my records all Papers bearing original signatures filed using my password for a period of **five** years after the case or proceeding in which the Papers have been filed has been closed.
3. I agree that it is my responsibility to protect and secure the confidentiality of my password, and that if I allow my password to be used by anyone other than myself, I do so at my own risk. If I believe that my password has been compromised, it is my responsibility to immediately notify the Court in accordance with ECF Procedure 4.
4. I agree that it is my responsibility to notify the Court immediately of any change in my name, employment, address, telephone number, fax number, or email address in accordance with the ECF Procedure 4.
5. I agree that by registering with the court, I waive the right to personal service or first class mail service, and I request and consent to electronic service via receipt of a "Notice of Electronic Filing" from ECF of all filed Papers to which I am entitled, except when service of a traditional paper copy is required. [See ECF Procedure 12 "Service on Filers, Users and Others."]
6. **I have read and agree to adhere to the Court's Administrative Procedures for Electronic Case Filing.** I understand that it is my responsibility to learn and use any and all updates to the Court's Administrative Procedures for Electronic Case Filing, and acknowledge that I have undergone training by the office of the Clerk of the Bankruptcy Court or am otherwise qualified as a Filer or User prior to issuance of my password.
7. I have met the following requirements as to one of the operating systems listed below:
  - (a) Hardware Required for Windows Compatible Systems: Pentium-processor based personal computer; 512 MB of RAM (1 GB preferred); 5GB of available hard disk space; Windows NT, 2000 or XP; CD-RW drive or 3.5" diskette drive; internet access device (high speed preferred); scanner.
  - (b) Required Hardware for Macintosh Systems: 69020 processor or newer; 1 GB of RAM; 5GB of available hard disk space; Apple System Software version 7.1.2 or later; CD-RW drive or 3.5" diskette drive; internet access device (high speed preferred); scanner.

8. My computer has the following software:
  - ▶ WordPerfect and/or Microsoft Word software
  - ▶ Software to convert word processing files into PDF files (Either Adobe Acrobat Version 5 or later, or equivalent conversion software, or a version of WordPerfect that performs the conversion, such as WordPerfect 9 or later)
  - ▶ PDF reader software (such as Adobe Acrobat or Adobe Reader)
  - ▶ Internet Explorer version 6 or later
  - ▶ Internet service software as necessary
  - ▶ Scanning software that creates PDF files.
  - ▶ An e-mail account and e-mail client software (plus e-mail management software preferred)
  
9. My office staff and I have a working knowledge of the required hardware and software, and feel competent in creating, scanning and printing a Paper in PDF. I understand that the Court provides no training on the required office software.